

ROUTE DRIVER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2104	Route Driver Helper	05	075	6 mo.	11/28/89
3226(1236)	Route Driver	05	075	6 mo.	11/28/89

Promotional Line: 296

Series Narrative

Employees in this series perform work related to incoming and outgoing shipments to and from a central receiving facility. They load and unload shipments, package and label materials, and maintain records and equipment. At the higher level, employees drive delivery vehicles and assist in the supervision and training of the Route Driver Helpers.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Route Driver Helper

2104

Employees at this level assist in the receiving and delivery of materials from a central receiving facility. They work under direct supervision from a designated supervisor.

A Route Driver Helper typically –

1. assists Route Drivers in loading, delivering, picking up and obtaining receipt signatures for heavy truck freight, UPS and other mail packages, stores orders, and other miscellaneous materials from a central receiving facility to various campus locations
2. assists in unloading incoming freight trucks, UPS, mail, and air freight materials, recording the receipt, inspecting cartons for damage, and ensuring an appropriate campus address is on cartons
3. assists in preparing bills of lading, assessing handling and freight charges, packaging and labeling, and recording outbound shipments with appropriate documentation
4. operates power forklifts/stackers, hydraulic pallet jacks, and liftgates used in loading and unloading trucks
5. assists in performing minor vehicle maintenance (such as checking fluid levels and cleaning trucks)
6. performs other related duties as assigned

Level II: Route Driver

3226(1236)

Employees at this level operate delivery vehicles, assist in the receiving and delivery of materials from a central receiving station, and assist in the training and supervision of Route Driver Helpers. They work under general supervision from a designated supervisor.

A Route Driver typically –

1. drives trucks for a central receiving facility as required in collecting and/or delivering materials from the central receiving station to any location on the campus
2. assists in loading and unloading freight shipments at the central receiving station, storerooms, or as required at any location on the campus
3. unpacks, assembles, and stores material as received
4. packs, crates, prepares, and labels material for shipment and/or delivery
5. assists in the training and supervision of Route Driver Helpers
6. is responsible for material loaded on trucks and for the proper delivery thereof
7. is responsible for the proper operation of trucks and for the prompt reporting of any repairs known to be needed
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Route Driver Helper

2104

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to do heavy lifting
2. ability to maintain simple records
3. ability to follow written and oral instructions
4. ability to safely operate power equipment
5. ability to work effectively with others

Level II: Route Driver

3226(1236)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. possession of the personal attributes listed for Level I of this series
2. thorough knowledge of state laws governing the operation of motor vehicles on state highways
3. thorough knowledge of traffic regulations enforced in the community in which the campus is located
4. skill in the operation of motor vehicles

Route Driver Helper.....	Edited
Route Driver.....	Revised